



## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Community Program Specialist 2 (CPS 2),  
Coordinator, Volunteer Advocacy Services (VAS) Program  
**LOCATION:** Sonoma Developmental Center, Eldridge, CA  
**OFFICE:** SCDD/AREA BOARD 4 OFFICE  
**DEADLINE:** Until filled.  
**RELEASED:** February 4, 2008

**GENERAL DUTIES:** The CPS 2, Coordinator, Volunteer Advocacy Services (VAS) Program, under the general direction of the Executive Director of the SCDD/Area Board 4 Office, coordinates the Volunteer Advocacy Services (VAS) program at Sonoma Developmental Center.

**SPECIFIC DUTIES:** Recruit, interview, screen, train, match, and support & supervise volunteers to provide advocacy services for residents of Sonoma Developmental Center who do not have family or conservators. Provide direct advocacy services to residents with more complicated circumstances, or as the need arises. Interact extensively with Sonoma Developmental Center management, staff, and committees; Sonoma Regional Resource Development Project; regional centers; community service providers; and families to resolve problems and coordinate the effective operation of the program. Maintain a management information system, develop reports, and keep the Area 4 Board Executive Director informed of the status of the program and services provided.

**QUALIFICATIONS:** Current CPS 2 certification list or transfer eligibility as a CPS 2. Experience working with people with developmental disabilities; knowledge of laws and regulations pertaining to rights and services for people with developmental disabilities; excellent communication skills; ability to lead, motivate, and sustain a volunteer recruitment program; capable of working well independently, completing a variety of complex tasks in a timely and efficient manner; competent in basic computer skills of Word, Outlook, and Excel.

**SELECTION CRITERIA:** Applicants must be currently at the Community Program Specialist 2 level or have list eligibility for appointment to this classification, or be eligible through SROA or re-employment list, or lateral transfer. Applications will be screened and only the most qualified candidates will be interviewed.

**APPLICATION PROCEDURE:** Submit a completed State application and resume to:  
Robert Phillips, Executive Director  
SCDD/Area Board 4 Office  
236 Georgia Street, Suite 201  
Vallejo, CA 94590.